



## **Working rules**

# **for the Access Committee of the “PARTNERSHIP FOR ADVANCED COMPUTING IN EUROPE AISBL” (PRACE)**



**BACKGROUND:**

- A. These working rules regulate the functioning of the Access Committee as provided in article 25 of the Statutes.
- B. Words and expressions used in these working rules in capital letters have the same meaning as the definitions set out in article 1 of the Statutes of the Association, in case of contradiction between the working rules and the Statutes, the Statutes shall prevail.
- C. These working rules were approved during the Access Committee's meeting of the Association of (DATE).

**Art. 1**

**Notice of Meetings**

- (1) The Chairman of the Access Committee shall call Access Committee's meetings.
- (2) The meetings shall be called at least ten business days in advance by email. Nevertheless a meeting of the Access Committee is validly called with shorter notice, providing a simple majority of the members of the Access Committee agree to waive the ten days prior notice. The day when the notice is posted and the day of the meeting shall not be taken into account when calculating this period. For the purposes of these working rules, "business days" refer to working days in Belgium and exclude Saturday, Sunday and legal holidays.
- (3) The notice shall set out the place and time of the meeting as well as the items on the agenda and, if applicable, motions to be voted on. The documentation for the meeting as far as possible shall be sent together with the notice of the meeting (i.e. ten business days in advance) and no later than three business days before the meeting as specified in Art.2 (4).
- (4) The meetings of the Access Committee shall take place at the registered office of the Association or, considering its international scope, at any other location indicated by the Chairman of the Access Committee in the notice, even if outside Belgium, provided, in such case, it does not prejudice the right of any member of the Access Committee to attend the meeting of the Access Committee.
- (5) The meetings of the Access Committee may also take place through videoconferencing or teleconferencing systems and the Chairman of the Access



Committee will be responsible for ensuring the integrity of the communications. The meetings of the Access Committee may also take place in writing. Decisions taken by videoconference or teleconference are deemed to come into force on the date of the meeting. Decisions taken in writing are deemed to come into force on the effective date mentioned in the circular letter.

- (6) The Access Committee meetings shall be held whenever required to evaluate proposals for access to PRACE resources (and whenever the Chairman calls a meeting of the Access Committee). The Chairman of the Access Committee shall be obliged to call an extraordinary Access Committee meeting upon request and for legitimate reasons by the simple majority of the members of the Access Committee.
- (7) Inasmuch as the Chairman of the Access Committee does not fulfil her/his obligation to call a meeting, the Vice-Chairman and also each member of the Access Committee shall be authorized to call a Access Committee meeting.

## **Art. 2**

### **Chair, Procedure**

- (1) The preparation of the meetings is the responsibility of the Chairman of the Access Committee, or of a member of the Access Committee appointed by the Chairman of the Access Committee.
- (2) In the event that the Chairman of the Access Committee is unable to attend the meeting, the Vice-Chairman shall replace him/her. In the event that the Chairman of the Access Committee and the Vice-Chairman are unable to attend the meeting, the Chairman shall be replaced by one of the members of the Access Committee attending the meeting appointed by the members of the Access Committee for such purpose.
- (3) The Chairman of the Access Committee shall set the agenda and decide on the order in which items on the agenda are discussed as well as on the mode of voting subject to Art.3 (4) and the order of voting.



- (4) Items that have not been communicated by the Chairman of the Access Committee in writing (including by email) at least three business days before the meeting may be discussed if approved by a simple majority of the members of the Access Committee.
- (5) As a rule, the Access Committee meetings are private. Members of the Board of Directors and members of the PRACE Council are permitted to participate; however, they shall not have the right to vote. Members of the Access Committee may suggest the invitation of guests to a Access Committee meeting by informing the Chairman of the Access Committee in writing (including by email) at least eight business days in advance of the presence of guests, including name and reasons for their presence. The Chairman shall inform the Access Committee of any proposed guests at least five business days in advance of the meeting and the attendance of each guest shall be permitted provided it is agreed in advance of the meeting by a simple majority of the members of the Access Committee. The guests shall be listed in a separate record of attendance filed together with the minutes of the meeting. Guests shall not be entitled to put forward motions or vote.

### **Art. 3**

#### **Resolutions**

- (1) The Access Committee shall constitute a quorum if at least a majority of members of the Access Committee are present.
- (2) Each member of the Access Committee shall have one vote. Resolutions are passed, as a general rule, by simple majority of the votes of the members of the Access Committee attending the meeting. A tied vote shall mean that a motion is rejected. Abstentions, blank or mutilated votes shall not be counted in the votes cast.
- (3) As a rule, motions shall be decided upon in an open vote. Votes in face-to-face meetings shall be conducted by a show of hands. In telephone and video conference meetings, the Chairman of the Access Committee can ask each one of the members of the Access Committee for their vote for each one of the decisions. A secret vote may be conducted upon request by any member of the Access Committee entitled to vote. This request must be introduced at the latest at the beginning of a meeting. In



the case of a tele/videoconference, secret votes should be communicated to the Chairman, eg by phone or email, before the end of the meeting.

#### **Art. 4**

### **Minutes of Meetings**

- (1) Minutes of the meetings of the Access Committee shall be kept at the registered office of the Association. The Board of Directors of the Association will be responsible for preparing and writing the minutes of the meetings. These minutes shall be signed by the Chairman of the Access Committee and by the member of the Board of Directors of the Association responsible for writing the minutes of the meeting. The draft minutes shall contain the place and day of the meeting, the participants, the items on the agenda, the essence of the discussions and the resolutions. The draft minutes shall be forwarded to each member of the Access Committee no later than ten business days after the meeting. Amendments to the minutes can be sent up to ten business days before the next Access Committee meeting.
  
- (2) The draft minutes of the meeting, as the case may be with the amendments suggested, if any, shall be approved at the subsequent meeting of the Access Committee.

#### **Art. 5**

### **Entry into force of the working rules**

These working rules shall enter into force on DD.MM.YYYY.

By delegation of the Access Committee meeting of **[DATE]**

Name, first name:  
Chairman of the Access Committee